

City of Windsor Heights Regular Business Meeting Minutes
Monday, May 1, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. **Call to Order/Roll Call/Pledge of Allegiance**

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell and Threase Harms. Staff present: Finance Director/Interim City Administrator Rachelle Swisher, City Clerk Travis Cooke, Deputy City Clerk Adam Strait, Public Works Director Jason Roberts, Interim Police Chief Travis Ouverson, Incoming Fire Chief Jim Mease, Interim Fire Chief Blake Boyle, City Attorney Erin Clanton, and City Engineer Justin Ernst.

2. **Approval of the Agenda**

Motion by Threase Harms to Approve the Agenda. Seconded by Susan Skeries. Motion passed 5-0.

3. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

None.

4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.

Motion by Threase Harms to Approve the Consent Agenda Items A-J with the amendment to Item I amending the Appointment of Susan Skeries as Alternate to the Polk County Homeless Coordinating Council. Seconded by Michael Libbie. Motion passed 5-0.

- A. Approve Minutes of the Regular Council Meeting on April 17, 2023
- B. Approve Payment of Claims
- C. Approve Liquor License - Mojitos Mexican Grill - 6611 University Avenue STE 100
- D. Approve Liquor License - Hy-Vee Club Room - 7101 University Avenue
- E. Approve Resolution No. 2023-26 - A Resolution Setting Time and Place for a Public Hearing on Proposed Budget Amendment for Fiscal Year 2022/2023 for the City of Windsor Heights
- F. Approve Resolution No. 2023-27 A Resolution Appointing City of Windsor Heights Representation to the Des Moines Area Metropolitan Planning Organization (MPO)
- G. Approve Appointment of Bob Bishop to the Planning and Zoning Commission
- H. Approve Appointment of Susan Skeries to the One Million Trees Steering Committee

- I. Approve Appointment of Susan Skeries to the Polk County Homeless Coordinating Council
- J. Approve Appointment of Jason Roberts (Primary) and Threase Harms (Alternate) to the Walnut Creek WMA

5. **New Business:**

- A. Consideration of Resolution No. 2023-28 - A Resolution Approving the Interim City Administrator's Appointment of Jim Mease to the Position of Fire Chief

Motion by Joseph Jones to Approve Resolution No. 2023-28 - A Resolution Approving the Interim City Administrator's Appointment of Jim Mease to the Position of Fire Chief and Approving the Employment Agreement. Seconded by Susan Skeries. Motion passed 5-0.

- B. Consideration of Resolution No. 2023-29 - A Resolution Approving a 28E Agreement By and Between Government Entities Represented on the Metropolitan Advisory Council (MAC) for Funding and Implementation of Homeland Security Services Within the Metropolitan Area

Motion by Threase Harms to Approve Resolution No. 2023-29 - A Resolution Approving a 28E Agreement By and Between Government Entities Represented on the Metropolitan Advisory Council (MAC) for Funding and Implementation of Homeland Security Services Within the Metropolitan Area. Seconded by Susan Skeries. Motion passed 5-0.

- C. Consideration of Resolution No. 2023-30 - A Resolution to Appoint A Member and Alternate Members to the Polk County Emergency Management Commission

Motion by Michael Libbie to Approve Resolution No. 2023-30 - A Resolution to Appoint A Member and Alternate Members to the Polk County Emergency Management Commission. Seconded by Threase Harms. Motion passed 5-0.

- D. Consideration of Amendment No. 1 to Agreement for Professional Services Between the City of Windsor Heights and Bolton & Menk, Inc. - 68th Street Construction Observation Amendment

Motion by Threase Harms to Approve Amendment No. 1 to the Agreement for Professional Services Between the City of Windsor Heights and Bolton & Menk, Inc. - 68th Street Construction Observation Amendment. Seconded by Michael Libbie. Motion passed 5-0.

- E. Consideration of University Avenue Holiday Display Purchase

Motion by Michael Libbie to Approve University Avenue Holiday Display Purchase. Seconded by Threase Harms. Motion

passed 5-0.

6. **Reports:**

A. Mayor, Council Reports and Committee Updates, and Administration Reports

Given.

i Mayor's Report

Given.

B. Sister Cities Commission Reports

Given.

7. **City Administrator Search Update**

8. **Closed Session** City Council will convene into closed session pursuant to Iowa Code 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

A. The Council will Convene into Closed Session

Motion by Threase Harms to Convene into Closed Session at 6:22 PM. Seconded by Joseph Jones. Motion passed 5-0.

B. The Council will Convene into Open Session

Motion by Threase Harms to Convene into Open Session at 6:40 PM. Seconded by Susan Skeries. Motion passed 5-0.

9. **Adjourn**

Motion by Threase Harms to Adjourn the Meeting at 6:41 PM. Seconded by Susan Skeries. Motion passed 5-0.